



TRICARE  
MANAGEMENT  
ACTIVITY

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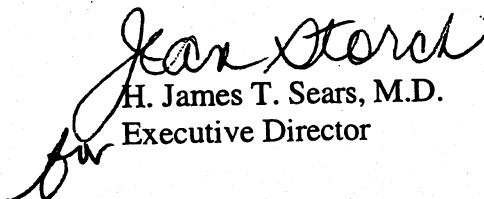
MEMORANDUM FOR SURGEON GENERAL OF THE ARMY  
SURGEON GENERAL OF THE NAVY  
SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Mandatory Use of DD Form 2569, "Third Party Collection Program- Insurance Information"

The Third Party Collections Program (TPCP) authorizes DoD to bill and collect from third party payers for the reasonable cost of health care provided to insurers' beneficiaries in our military treatment facilities (MTFs). The TPCP was established under Title 10 USC 1095 and contributes directly to the operation and maintenance of our hospitals and clinics. In addition, billing of other health insurance (OHI) also occurs under the Medical Services Account (MSA) and Medical Affirmative Claims programs. To ensure the system continues to return these important collections, we need accurate collection of information on patients' third party payers.

The DD 2569, "Third Party Collection Program- Insurance Information," is the approved form for gathering relevant information for the program. Currently, several alternative methods for gathering and maintaining this information in an accurate manner are under consideration. Until such other methods replace this form, please complete and maintain this information in the facility for all non-active duty patients. Additionally, business rules are needed which will ensure the routine review and update of information contained on this form. This form must be updated annually and sooner, if any information obtained during patient encounters has changed. The Services are allowed the flexibility of maintaining this form in any location which permits the above to be accomplished. If placed in the patient medical record, it must be done in accordance with Service guidance.

While these actions will not guarantee the success of our Uniform Business Office programs, they will ensure we begin the collections process with good, accurate, timely information --- a critical first step. My point of contact is Major Rose Layman, TMA/RM/FA&I, (703) 681-8910, extension 1007 or email at [rose.layman@tma.osd.mil](mailto:rose.layman@tma.osd.mil).

  
H. James T. Sears, M.D.  
Executive Director